

## **Serving Rotations**

## Serve Team Leader Perspective

For your ministry, you may decide that a monthly/bimonthly, etc. serving rotation would be beneficial. If so, the following instructions will be beneficial. Manage these rotations on the website, only.

### **From the website:**

1. Click Schedules & Plans on the left hand side. Go to your category (serve team name by campus).
2. Click on the Serving Rotations tab, then Create Rotation in the right corner.
3. Name it appropriately, such as Monthly Rotation or similar. Click Save.
4. Add the volunteers as desired.
5. Then click on the Schedules & Plans tab and click on the week(s) you would like to populate with your serving rotation.
6. Click on the heart icon and choose which rotation you would like to populate with. Click apply.